

SECTION 00 0011  
INVITATION TO BID

PART 1 - GENERAL

1.1 PROJECT IDENTIFICATION

- A. Project: MANCHESTER COMMUNITY SCHOOLS  
2009 BOND IMPROVEMENTS
- B. Owner: Manchester Community Schools  
410 City Road  
Manchester, MI 48158
- C. Architect: Hobbs+Black Architects  
117 E. Allegan St.  
Lansing, Michigan 48933
- D. Site: Various District Buildings and Lots:  
Nellie Ackerson School: 410 City Road, Manchester, MI  
Luther C. Klager Elementary School: 405 Ann Arbor Street, Manchester, MI  
Manchester Middle School: 710 E. Main Street, Manchester, MI  
Transportation Building: 710 E. Main Street, Manchester, MI

1.2 PROPOSAL REQUIREMENTS

- A. Bids shall be submitted in one single lump sum category entitled General Construction, which shall include all portions of the work (General, Mechanical, and Electrical). Proposals shall be made on unaltered copies of Proposal Forms as here-in enclosed, furnished by the Architect-Engineer. The Bidder shall fill in all blank spaces and the proposal shall be signed by a legal officer or agent who is authorized to bind the bidder to a contract.
- B. All Bids must be accompanied by a **5% bid security** in the form of bid bond or certified check.
- C. Bids Shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district. **Bids not including this sworn and notarized disclosure statement will be rejected.**

1.3 TIME AND PLACE OF BID RECEPTION

- A. Sealed proposals will be received by the Owner at the office of the Superintendent: Nellie Ackerson School: 410 City Road, Manchester, MI; no later than **3:00 PM** on **Tuesday, May 12, 2009**. Bids will be opened and read aloud in the Board of Education Room immediately following the bid due time.

**BIDS RECEIVED AFTER THE REQUIRED DATE AND TIME WILL NOT BE ACCEPTED**

- B. The bidders sealed envelope shall be addressed as follows:

Lower Right Hand Corner:

**TO: Superintendent  
Manchester Community Schools  
410 City Road  
Manchester, MI 48158**

Lower Left Hand Corner:

**BID: Manchester 2009 Bond Improvements**

**Addenda Received: #**\_\_\_\_\_ (identify on outside of envelope).

#### 1.4 EXAMINATION AND PROCUREMENT OF DOCUMENTS

##### A. Bidding Documents: Dated April 27, 2009.

Bidding Documents will be available on or about April 27, 2009.

Bidding Documents are on file at the following locations:

1. Hobbs+Black Architects, 117 E. Allegan St., Lansing, MI 48933
2. Builders Exchange of Grand Rapids, Grand Rapids, MI 49546
3. Construction Association of Michigan, Bloomfield Hills, MI 48302
4. Lansing MHC/ReproMAX, McGraw-Hill Construction Plan Room
5. Builders Exchange of Lansing & Central MI
6. The Plan Room, Ann Arbor, MI
7. Michigan Minority Business Development Center, Detroit, MI
8. Associates Builders & Contractors of Central MI
9. Detroit MHC/ReproMAX McGraw-Hill Construction

General, Mechanical, and Electrical Contractors may obtain the Drawings and Specifications from the office of the Architect upon the payment of a **refundable deposit of \$100.00** per set. Only complete sets of drawings and specifications will be issued.

Checks or money orders shall be made payable to: HOBBS + BLACK ASSOCIATES, INC., (cash will not be accepted as payment for deposit) there shall be a limit to **(2) sets** of drawings and specifications per General Contractor. Additional sets may be purchased for a **NON-REFUNDABLE payment of \$100.00** per set. For Bidding Documents to be shipped UPS, include a separate check for handling in the amount of **\$15.00** per set. Sets will be forwarded only after receipt of actual check.

##### B. Deposit Refunds:

When complete sets of bidding documents are returned in good condition, deposits will be refunded to the following:

1. Non-Bidders who return complete sets prior to the bid date.
2. Non-successful Bidders and all Sub-bidders who return complete sets no later than two weeks after the bid date.
3. The successful Bidder. In addition, the successful Bidder will be issued additional 10 sets for distribution to its sub-contractors.

#### 1.5 PRE-BID MEETING

- ##### A. A **MANDATORY Pre-Bid Meeting** will be held at the district on **Tuesday, May 5, 2009, at 3:15 PM at Klager Elementary School**. Directions to the meeting room will be posted at the entry.

#### 1.6 OWNER'S RIGHT TO REJECT PROPOSALS

- ##### A. The Owner reserves the right to reject any or all proposals.

The Owner reserves the right to contract within thirty (30) days following the bid opening. No bids may be withdrawn during this time.

The Owner reserves the right to waive any irregularities, reject any or all proposals or accept any proposals that, in the opinion of the Owner, will serve its best interest.

#### 1.7 REFERENCES HEREIN

- ##### A. Participation in this project is open to both genders. The use of the pronoun he/his throughout this document is to be considered interchangeable for either gender.

END OF SECTION 00 0011